Financial Assistance Review Committee (FARC)
Quarterly Meeting
Glen Allen, Virginia
February 7, 2008
1:00 PM

Members Present:	Members Absent:	Staff:	Staff/Other Guests:
Bob Brown		Dennis Molnar	Paul Sharpe
Dan Butler		Henry Bosman	Christy Saldana
Brad Ferguson		Amanda Davis	Rohn Brown
Wayne Peer		Linwood Pulling	Ken Crumpler
Stuart Smith			
Karen Wagner			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Approval of November 8, 2007 Minutes	Bob Brown, FARC Chair, made a motion to approve the minutes from November 8, 2007.	Minutes approved
Regional Councils: A) Technical Assistance for Priority Grants	Grants submitted as a priority grant should contact the OEMS technical graders. A special priorities questionnaire is required to be filled out when asking for a priority grant. There were 7 recruitment and retention grant requests for the December 2007 grant cycle, none filled out a priority questionnaire.	Grants submitted as "priority" grants, including the Regional Councils, will be asked to fill out the appropriate questionnaire and contact the OEMS technical graders.
B) EMS Regional Council Proposed Service Areas	OEMS is proposing combining/merging the service areas for regional councils.	The proposed recommendations are posted on the OEMS website. A public hearing will take place at the Richmond Marriott West (Glen Allen) on February 25, 2008, 7:00 PM.
C) Grading of Grants	The RSAF grant program will become web-based pending approval of a business manager contractual service agreement. This web-based grant program will be user-friendly, include applying for grants via the web along with grading of grants via the web.	The OEMS will issue an RFP to hire an IT tech for development of the RSAF web-based program. The RFP will be issued by December 2008.
Recruitment and Retention "Special" grant cycle.	Recruitment and Retention is categorized under the RSAF "priority funding" categories, consideration has been given to initiate a special grant cycle that would allow submitting for recruitment and retention projects only. This would be a separate/additional grant cycle and would only be for recruitment and retention projects. Rohn Brown, the recruitment and retention coordinator, created a checklist for FARC. This information was developed to give	This questionnaire will be edited by the Workforce Development Committee and will be posted on the OEMS website for the December 2008 grant cycle.

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	additional material to FARC to make an informed decisions when grading these grants in order to further benefit the recruitment and retention/leadership and management programs across the state. Discussion occurred on replacing the "special priorities" questionnaire with a specific "recruitment and retention" questionnaire.	
Transportation Committee: State Ambulance Contract	The Department of General Services will meet with OEMS staff in March to determine the final contract.	No further action is required.
RSAF Price List	FARC will review the RSAF price list for appropriate price ranges of approved items/equipment. Discussion occurred in regard to implementing a drop-down list for state contract prices for specific items/equipment when using the CGAP software.	The Transportation Committee will review and make recommendations for the current price list for RSAF approved ambulances at the April 21, 2008 grant review meeting. Changes requested to the CGAP software may not occur until the RSAF web-based program in initiated in 2008.
Communications Checklist	Ken Crumpler, OEMS Communications Coordinator, discussed prior grant requests regarding construction of public safety communication systems, to include towers and infrastructures. Mr. Crumpler expressed concern regarding funding the entire aspect of communications systems, to include police and fire. He stated the intent of RSAF funds is not to fund the construction of buildings, but to aid in the development of EMS programs which may include police and fire, as long as other public safety entities obligate funds to aid in the implementation of the program being funded. Mr. Crumpler presented a case study on the Eastern Shore 911 system EMD program which was funded by RSAF. He explained how they have applied to become accredited through the OEMS Public Safety Answering Point (PSAP)/911 Accreditation Program. He explained how this agency was successful in using RSAF funds to bring a positive program into the locality by incorporating all public safety entities by requiring them to buy-in to the program through restricted funding from each agency and MOU's. This is a success story of how this program should and does work.	FARC made a motion that each grant should be reviewed on an individual basis. FARC concluded that the construction of buildings will not be funded by RSAF. The Communications Coordinator will develop a checklist that will help those applying for communications equipment to outline detailed information about their projects. The checklist will incorporate items/equipment that are eligible and ineligible for funding. The checklist will be developed and presented to FARC for the 12-08 grant cycle.
Grant Process: A) Agency Application Contact	Discussion occurred regarding contact of grant applicants among FARC, specifically the grant applicants contacting FARC members or FARC members contacting the grant applicants for clarification regarding their grant request. Amanda Davis, OEMS grant manager, stated that other grant programs, including both state and federal, do not allow contact with grant applicants, the application stands on its own with the information provided only in the application. Discussion centered around conflict of interest among other grant applicants that don't have the opportunity to further clarify their grant application information.	FARC passed a motion that all clarification/information will pass through the OEMS Grant Manager effective for the 06-08 grant cycle. The OEMS Grants Unit does not grade/review grants, therefore no information will be construed as a conflict.
B) Supporting Documentation	Amanda Davis, OEMS grant manager, initiated discussion regarding supporting documentation received by the OEMS after the grant deadline.	FARC passed a motion that any supporting documentation received

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		after the grant deadline will be put in the file but not forwarded to FARC.
C) Special Conditions: 1) Replacement Ambulances	Discussion occurred regarding replacement ambulances as a special condition placed on grantees. In previous grant cycles, agencies requesting funding to replace an ambulance were required to take that ambulance out of service, furthermore that ambulance could not be resold in Virginia as an EMS vehicle. However, this requirement was changed in the last two years to accommodate the commercial agencies that aren't eligible to apply for RSAF funding. This issued centered around agencies that have requested replacement of an ambulance that had already been replaced with grant funds. Tracking of replacement ambulances will need to be implemented to ensure they aren't licensed again as EMS vehicles. Currently, the VIN for all licensed EMS vehicles in Virginia is tracked by the OEMS through the Regulation and Compliance database. FARC discussed placing a special condition on awarded grants for replacement ambulances, the concern is that if a vehicle is replaced with RSAF grant funds it would be detrimental to have the same vehicle re-permitted.	FARC passed a motion that a special condition is not necessary, however a statement should be added to the Agreement for Services form that all grantees have to sign. The OEMS Grants Unit will meet with the Database IT coordinator to determine if a cross reference can be incorporated in our system to flag a vehicle that is out of service and then comes back in service with a different agency.
2) Travel Reimbursement	Discussion occurred on state travel regulations and whether awarded grantees that have requested travel costs should adhere to state travel regulations. FARC discussed attaching a statement on applicable grants as a special condition, but consensus arose that this condition would be placed on the Agreement for Services form that is signed by each grantee.	The OEMS grants unit will add a condition on the Agreement for Services form stating that all awarded grantees must adhere to state travel regulations.
D) Surplus Funding for Grant Cycles	Amanda Davis, Grants Manager, demonstrated the Grant Drawdown grid that was developed to track all reimbursements for each grant cycle. This spreadsheet tracks the number of payments, the amount and a running monetary total of all open grant cycles on a daily basis. This spreadsheet has been instrumental in allowing the OEMS accountant to view a specific total of funding drawdowns for each open grant cycle. It allows OEMS to project how much funding will carry over from each grant cycle once the grant cycle expires.	No further action is required.
Grant Manager Report: A) Grant Workshops	Amanda Davis, Grants Manager, reported on grant training that has been presented over the last quarter. On February 6, 2008, she presented a grant workshop for the Lord Fairfax EMS Council with over 20 in attendance. The next grant workshop will be conducted at the Thomas Jefferson EMS Council on February 19, 2008. The grant workshop outlines the entire grant process from receiving the applications to submitting the grant. Suggestions from participants included conducting a grant application workshop that included showcasing the CGAP software. A grant workshop will be conducted at the APCO conference in Virginia Beach in May 2008 and the EMS Symposium in Norfolk scheduled for November 2008.	FARC members are invited to attend.
B) RSAF Retreat - OEMS	The OEMS Grants Manager will conduct an RSAF retreat for OEMS staff on February 25, this retreat will outline the newly effective Rules and Regulations and any changes to the RSAF program. Certain aspects of the RSAF program will be re-written to ensure the new regulations are implemented into the program.	No further action is required.
C) Legislative Information	The OEMS is tracking several bills that have been introduced to the General Assembly. This information can be found on our website and is updated daily.	No further action is required.

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D) FARC Regulations	The new RSAF Rules and Regulations were effective on January 1, 2008, prior regulations were updated in 1990.	No further action is required.
Grants Unit: A) Payments Processed 11/07 – 01/08.	The OEMS Grants Unit has processed $1,454,309.10 in reimbursements from November 1, 2007 through February 1, 2008.	No further action is required.
B) RSAF Brochure	A sample of the new RSAF brochure was shown to FARC. This is not the final draft.	FARC will send comments by March 7, 2008 to OEMS.
FARC Tour	The 2008 Spring FARC Tour will take place in the Rappahannock EMS Council region. Linwood Pulling, Grants Specialist, Dan Butler, FARC member and Tina Skinner, Executive Director for REMS will coordinator the agenda for the tour.	The tour will take place April 16-18, 2008, a final agenda will be confirmed by April 14, 2008.
Adjournment	The meeting was adjourned at 3:45 PM.	The next FARC meeting will be May 15, 2008.